



David Petherick <dpetherick@auscamps.asn.au>

Outdoor Council of Australia AGM - Reports

1 message

Secretariat <secretariat@outdoorcouncil.asn.au>

17 March 2014 14:27

To: secretariat@outdoorcouncil.asn.au

Bcc: dpetherick@auscamps.asn.au

Dear OCA members,

Please find attached reports for this Thursdays AGM. We have received 4 valid nominations for the 4 board positions that become vacant this year, the four nominees will therefore be elected to the board as set out in the constitution. The nominations received are from:

Ken Pullen - Christian Venues Australia

Jamie Bennett - Outdoors WA

Murray Stewart - QORF

Jeff Mann - Christian Venues Australia (Crusaders Union of Australia)

As many of you would know, David Carter from ORIC recently resigned from the OCA board. As his position was due to last until next year's elections the constitution places the responsibility of filling this casual vacancy on the board.

Also attached is the "Notice & Agenda" with the teleconference details for Thursday. At this stage we have not received the required RSVP's to form a quorum. Could you please check your diaries and reply to this email letting us know if you will be attending or will be an apology? If you are unable to attend could you please also advise if you would like a proxy form to make up the numbers?

Regards,

Nicole

We appreciate your support

OCA Secretariat

Outdoor Council of Australia



t. 07 3369 9455 | f. 07 3369 9355 | a. Sports House, 150 Caxton St Milton Qld 4064

e: secretariat@outdoorcouncil.asn.au w: www.outdoorcouncil.asn.au

"Tell me and I'll forget. Show me, and I may not remember. Involve me, and I'll understand." Unknown Tribe



Save a tree. Don't print this e-mail unless it's necessary

Please consider the environment before printing this e-mail. It can take up to 13 litres of water to make one sheet of A4 paper

4 attachments



AGM Minutes_March20_2013.pdf

154K



AGM Notice & Agenda.pdf

77K



2013 Audited Accounts.pdf

88K



OCA AGM Treasurer & President Reports.pdf

244K



Outdoor Council of Australia Inc.

ANNUAL GENERAL MEETING

Thursday 20th March 2014: Via teleconference

Commencing at: 2.00pm (QLD)
2.30pm (SA,NT)
3.00pm (NSW,VIC,ACT,TAS)
12.00pm (WA)

AGENDA

1. Opening remarks attendance and apologies
2. Minutes of previous AGM and business arising
3. President's Report
4. Treasurer's Report and presentation of audited financial statement.
5. Appointment of an auditor
6. Results of Election for the 2014 Board
7. General Meeting/ Other Business
8. Date of next AGM - 19.3.2015
9. Close

Continuing Board

*- Phil Harrison,
- David Rethrick*

Elected unopposed

Janice Bennett

Ken Allen

Jeff Mann

Murray Stewart

retiring
- Donna Little - 2008
- Dave Carter - 2009
- John Norman - 2010

- fees -

Casual Vacancy available as well as 2 appointees possible

1. Please join the OCA AGM, 20/03/2014 at 3.00pm GMT+11:00.

<https://global.gotomeeting.com/join/796565133>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +61 2 9087 3701

Access Code: 796-565-133

Audio PIN: Shown after joining the meeting - 4.

Meeting ID: 796-565-133



President's Report for 2013 – for AGM March 2014.

The members of the Outdoor Council of Australia are indebted to QORF for the continued support that has been provided to keep OCA functioning and viable. This goes far beyond what the OCA has paid for. Special thanks are owed to Donna Little & Ben Rothwell who have both recently left QORF and the OCA/NOLRS, and Murray Stewart and the current QORF team for their dedication over another year.

The members of the Board of OCA have a difficult role to play as the Association continues to depend on them to undertake operational tasks despite their own commitments and heavy workloads. There have been significant commitments of time, effort and resources that have kept the OCA viable.

The OCA has continued to provide a focal point for the sector, and this is due to the volunteer commitment shown. The Board met twice in face-to-face meetings and four times in teleconferences during 2013.

During the year the following have been undertaken or supported:

- The release of a new Vision Statement in January
- The continued support for two significant research projects
 - Outdoor Youth Programs Research Alliance (OYPRA) – Murdoch Childrens Research Institute &
 - UPLOADS – Understanding and Preventing Led Outdoor Accidents Data System – Monash University
- Continued commitment to the development by Standards Australia of an Australian Standard for Flying Foxes and Challenge Ropes Courses
- Continued co-operation with Service Skills Australia (SSA)
 - In the ongoing refinement of the outdoor recreation component of the Sport, Fitness and Recreation Training Package including managing the SIS10 Project
 - Through support for the National Outdoor Sector Survey 2013
 - Representation on SSA's Industry Advisory Committee (with thanks to Clare Dallat & Charlie Cross who replaced long serving representative John Norman)
- Lobbied the Federal Government seeking financial commitment to OCA based on the recognition given to OCA in the National Sport and Active Recreation Policy Framework as a Peak Advocacy and Representative Body for Active Recreation (page 9)
- Lobbied the State Sport and Recreation Ministers seeking funding for the OCA
- On-going discussion with Outdoors New Zealand especially in relationship to NOLRS and on-line registration
- The development of the NOLRS program through mapping to university qualifications
- The publication of two issues of the Australian Journal of Outdoor Education, and affirming the desire to enhance AJOE
- Deliberation of the direction and future of the OCA including affirming the desire to see OCA continue as a representative body of State or National representative bodies from the sector.

However the OCA continues without direct funding by any level of Government and so continues to face challenges. A constitutional Review is being undertaken in an endeavour to find a model that provides the members positive reasons to support the OCA financially and thus allow it to progress.

President

14th March 2014



Treasurers Report to AGM - March 2014.

This report is prefaced with thanks to David Carter and the QORF Office for the efficiency with which the accounts of the Outdoor Council of Australia have been maintained in the past year. David took on the role of Treasurer at last years AGM and regrettably I have once again assumed the responsibility of writing this report, as David unfortunately had to resign from the OCA Board due to work commitments.

The Audited reports as circulated show the Outdoor Council of Australia has experienced a loss of \$12,289 for this financial year, against a budgeted loss of \$11,100.

This \$12,289 includes \$5,500 amortisation of the initial cost of NOLRS thus indicating a cash loss of \$6,789.

Membership income was down slightly, NOLRS income was down considerably, however the SIS10 Project provided \$9,091 income, which resulted in a net decrease in income over the previous year of \$3,744. The production of AJOE brought about a net loss of \$400, the SIS10 project a surplus of \$2,546 and NOLRS, despite the aforementioned downturn, returned a surplus of \$1,731.

On current trends, even without an injection of funding from some other source, the Outdoor Council of Australia will be able to meet its expected costs through 2014, however this will severely limit its activities and in subsequent years a similar rate of expenditure would prove difficult to sustain.

I am of the opinion that the Outdoor Council of Australia Inc. will be able to pay its debts as and when they fall due over the current and projected requirements for the remainder of 2014.

The Auditor has expressed the opinion that the attached financial report of Outdoor Council of Australia Inc. presents fairly, in all material respects, the financial position of Outdoor Council of Australia Inc. as of 31 December 2013 and of its financial performance for the year.

Ken Pullen
Chair – in the absence of a Treasurer
14th March 2014.

OUTDOOR COUNCIL OF AUSTRALIA INC.

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2013

CONTENTS

| | Page |
|--|-------------|
| Income statement | 1 |
| Balance sheet | 2 |
| Notes to the financial statements | 3 |
| Statement by the board of management | 5 |
| Independent audit report to the members | 6 |



OUTDOOR COUNCIL OF AUSTRALIA INC.
INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2013

| | 2013 | 2012 |
|---|------------------|------------------|
| | \$ | \$ |
| Income | | |
| AJOE Subscriptions | 9,562 | 10,298 |
| AJOE Royalties | 1,561 | 2,376 |
| Interest Received | 463 | 596 |
| Major Projects | 9,091 | - |
| Membership | 7,250 | 7,750 |
| National Outdoor Leadership Registration | 7,368 | 17,637 |
| Other Income | 120 | 532 |
| | <u>35,415</u> | <u>39,189</u> |
| Expenditure | | |
| AJOE Expenses | 11,523 | 6,628 |
| Advertising | - | 518 |
| Amortisation | 5,500 | 5,500 |
| Audit Fees | 700 | 700 |
| Bank Charges | 524 | 641 |
| Contractors | 18,438 | 15,000 |
| Insurance | 2,554 | 2,171 |
| Internet & Computer Expenses | 498 | 1,045 |
| Meeting Expenses | 2,330 | 1,754 |
| National Outdoor L'ship Scheme Expenses | 5,637 | 18,336 |
| Postage | - | 7 |
| Printing & Stationery | - | - |
| Research & Development | - | 3,000 |
| Travel & Accommodation | - | - |
| | <u>47,704</u> | <u>55,300</u> |
| Net profit/(loss) from operating activities | <u>(12,289)</u> | <u>(16,111)</u> |
| Retained profits at the beginning of the financial year | 24,097 | 40,208 |
| Retained profits at the end of the financial year | <u>\$ 11,808</u> | <u>\$ 24,097</u> |

OUTDOOR COUNCIL OF AUSTRALIA INC.

**BALANCE SHEET
AS AT 31 DECEMBER 2013**

| | Note | 2013 \$ | 2012 \$ |
|--------------------------------------|------|------------------|------------------|
| ASSETS | | | |
| CURRENT ASSETS | | | |
| Cash assets | 2 | 55,679 | 49,527 |
| Receivables | 3 | 4,042 | 880 |
| TOTAL CURRENT ASSETS | | <u>59,721</u> | <u>50,407</u> |
| NON-CURRENT ASSETS | | | |
| Intangibles | 4 | 6,000 | 11,500 |
| TOTAL NON-CURRENT ASSETS | | <u>6,000</u> | <u>11,500</u> |
| TOTAL ASSETS | | <u>65,721</u> | <u>61,907</u> |
| LIABILITIES | | | |
| CURRENT LIABILITIES | | | |
| Payables | 5 | 13,638 | 2,168 |
| Unearned Income | 6 | 8,493 | 9,779 |
| TOTAL CURRENT LIABILITIES | | <u>22,131</u> | <u>11,941</u> |
| NON-CURRENT LIABILITIES | | | |
| Payables | 5 | 31,782 | 25,869 |
| TOTAL NON-CURRENT LIABILITIES | | <u>31,782</u> | <u>25,869</u> |
| TOTAL LIABILITIES | | <u>53,913</u> | <u>37,810</u> |
| NET ASSETS | | <u>\$ 11,808</u> | <u>\$ 24,097</u> |
| EQUITY | | | |
| Retained Earnings | | 11,808 | 24,097 |
| TOTAL EQUITY | | <u>\$ 11,808</u> | <u>\$ 24,097</u> |

OUTDOOR COUNCIL OF AUSTRALIA INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

1 Statement of significant accounting policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (Qld). The board of management has determined that the Association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

a. Income Tax

No provision for income tax has been raised as the Association operates solely as a non-profit, community service organisation and accordingly is exempt from income tax under Section 50-10 of the Income Tax Assessment Act 1997.

b. Property Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

Depreciation

The depreciable amount of all fixed assets is depreciated on a straight-line basis over their useful lives to the Association commencing from the time the asset is held ready for use.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained profits.

c. Revenue

Revenue is recognised when invoices are raised. Interest revenue is recognised when received.

Distribution revenue is recognised when the right to receive a distribution has been established.

All revenue is stated net of the amount of goods and services tax (GST).

d. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables in the Balance Sheet are shown inclusive of GST.

e. Leased Assets

Lease payments are charged as expenses in the period in which they are incurred.

f. Inventories

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on an average cost basis.

OUTDOOR COUNCIL OF AUSTRALIA INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

| | 2013 \$ | 2012 \$ |
|--|------------------|------------------|
| 2 Cash Assets | | |
| Current | | |
| Cash at Bank - Bendigo Bank | 6,786 | 2,709 |
| Cash at Bank - General Account | - | - |
| Cash at Bank - ING Cash Management Account | 15,705 | 15,243 |
| Cash at Bank - Suncorp Cheque Account | 33,188 | 31,575 |
| | <u>\$ 55,679</u> | <u>\$ 49,527</u> |
| 3 Receivables | | |
| Current | | |
| Trade Debtors | 4,042 | 880 |
| | <u>\$ 4,042</u> | <u>\$ 880</u> |
| 4 Intangibles | | |
| Non-Current | | |
| Intellectual Property - NOLRS | 22,000 | 22,000 |
| Less: Accumulated Amortisation | (16,000) | (10,500) |
| | <u>\$ 6,000</u> | <u>\$ 11,500</u> |
| 5 Payables | | |
| Current | | |
| Net GST Payable/(Refundable) | 864 | (1,657) |
| Trade Creditors | 12,774 | 3,825 |
| | <u>\$ 13,638</u> | <u>\$ 2,168</u> |
| Non-Current | | |
| Trails Aust Contributions in Advance | 13,794 | 13,819 |
| Murdoch Childrens Institute | 17,988 | 12,050 |
| | <u>\$ 31,782</u> | <u>\$ 25,869</u> |
| 6 Unearned Income | | |
| Current | | |
| NOLRS Prepaid | 7,648 | 8,088 |
| AJOE Prepaid | 845 | 1,685 |
| | <u>\$ 8,493</u> | <u>\$ 9,773</u> |

OUTDOOR COUNCIL OF AUSTRALIA INC.
STATEMENT BY THE BOARD OF MANAGEMENT

The Board has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Board, the financial report as set out on pages 1 to 4:

1. Presents a true and fair view of the financial position of Outdoor Council of Australia Inc. as at 31 December 2013 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Outdoor Council of Australia Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of Management and is signed for and on behalf of the Board by:

.....
President

.....
Treasurer

Dated this day of 2014

OUTDOOR COUNCIL OF AUSTRALIA INC.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF OUTDOOR COUNCIL OF AUSTRALIA INC.

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Outdoor Council of Australia Inc. (the Association), which comprises the balance sheet as at 31 December 2013, and the income statement, a summary of significant accounting policies, other explanatory notes and the statement by the board of management.

Board of Management's Responsibility for the Financial Report

The board of management of the Association is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act (Qld) 1981 and are appropriate to meet the needs of the members. The board's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the board, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the board's financial reporting under the Associations Incorporation Act (Qld) 1981. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the financial report of Outdoor Council of Australia Inc. presents fairly, in all material respects, the financial position of Outdoor Council of Australia Inc. as of 31 December 2013 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the Associations Incorporation Act (Qld) 1981.

A M Giles & Co
Chartered Accountants

Brisbane 11 March 2014